

“Getting Alabamians with disabilities READY for LIFE and WORK”



report of the

Alabama State Rehabilitation Council

Vocational Rehabilitation Service
Alabama Department of Rehabilitation Services

Fiscal Year 2006

“Getting Alabamians with disabilities READY for LIFE and WORK”

In keeping with this year's theme — *“getting Alabama's citizens with disabilities ready for life and work”* — the State Rehabilitation Council is committed now more than ever to developing assessments, setting goals, reporting program effectiveness, providing policy advice, and measuring consumer satisfaction so that our citizens with disabilities have every opportunity to become gainfully employed and self-sufficient. As the number of consumers increases, so do the challenges and opportunities for successful outcomes.



As you look through this report, celebrate with us the successes and accomplishments achieved this past year.

Jeff Cofield, Chairperson
State Rehabilitation Council



In FY 2006, the Vocational Rehabilitation Service division of ADRS partnered with the State Rehabilitation Council to provide education and employment-related services to more than 47,300 Alabamians with disabilities, with a record-setting 7,792 of those individuals successfully entering the workplace. These numbers are a testament to the value of partnerships in improving the lives of Alabamians with disabilities. It is these partnerships that help thousands achieve their dream of self-sufficiency and independence.

Now, as we enter a new year, I would like to express my sincere gratitude to council members for their contributions, input, and support. At the same time, I challenge each of them to recommit — personally as well as professionally — to working even more diligently in 2007 to ensure that all Alabamians with disabilities have an opportunity to achieve their maximum potential.

Steve Shivers, Commissioner
Alabama Department of Rehabilitation Services

Vocational Rehabilitation Service State Rehabilitation Council ...

...a unique partnership

In January 1995, as mandated by the Alabama Legislature, Vocational Rehabilitation Service was moved from the State Department of Education to the newly created Alabama Department of Rehabilitation Services (ADRS). This milestone event created a unique partnership between the State Rehabilitation Council (SRC) and the newly named board of the Alabama Department of Rehabilitation Services. Working in partnership with ADRS, SRC provides valuable input in administrative codes and rules necessary to regulate Alabama's vocational rehabilitation services.

Working together, the Alabama Board of Rehabilitation Services and the State Rehabilitation Council strengthen the quality, efficiency and effectiveness of vocational rehabilitation services for all Alabamians with disabilities.

The mission of the Council is ...

to provide support and assistance to the Alabama Department of Rehabilitation Services through program planning, policy development and delivery of services, thus preparing Alabama's citizens with disabilities for competitive employment.



Membership Composition

State Rehabilitation Council Chart of Representation

Mandated Representation	Current Number of Representatives	Number of People with Disabilities	Number of Parents
Commissioner	1	0	0
State Independent Living Council (SILC)	3	3	0
Individuals with Disabilities Education Act (State Department of Education)	1	0	1
Client Assistance Program	1	1	0
Vocational Rehabilitation Counselor	1	0	0
Community Rehabilitation Programs	1	1	0
Business, Industry and Labor	10	2	2
Physical Disabilities	11	11	1
Cognitive Disabilities	0	0	0
Sensory Disabilities	3	3	0
Mental Illness	0	0	0
Mental Retardation	1	0	0
Advocacy Organization	2	2	0
American Indian Program Representative	1	0	0
WIA Representative	1	0	0
Former or Current Recipient of VRS Services	13	13	1
Total	51	36*	5

The SRC is comprised of persons with disabilities, parents and guardians of persons with disabilities, advocates, service providers and representatives of the business community and labor. Members are appointed by the Governor, and most have a personal interest in ensuring that Alabama's citizens with disabilities receive the services and supports they need to become productive and self-sufficient through gainful employment. Membership is geographically and culturally diverse to assure a broad view into decisions that impact vocational rehabilitation services.

* Actual membership is 29 with some individuals representing more than one category, and includes new members and those whose terms expired or who resigned in 2006.



SRC Functions

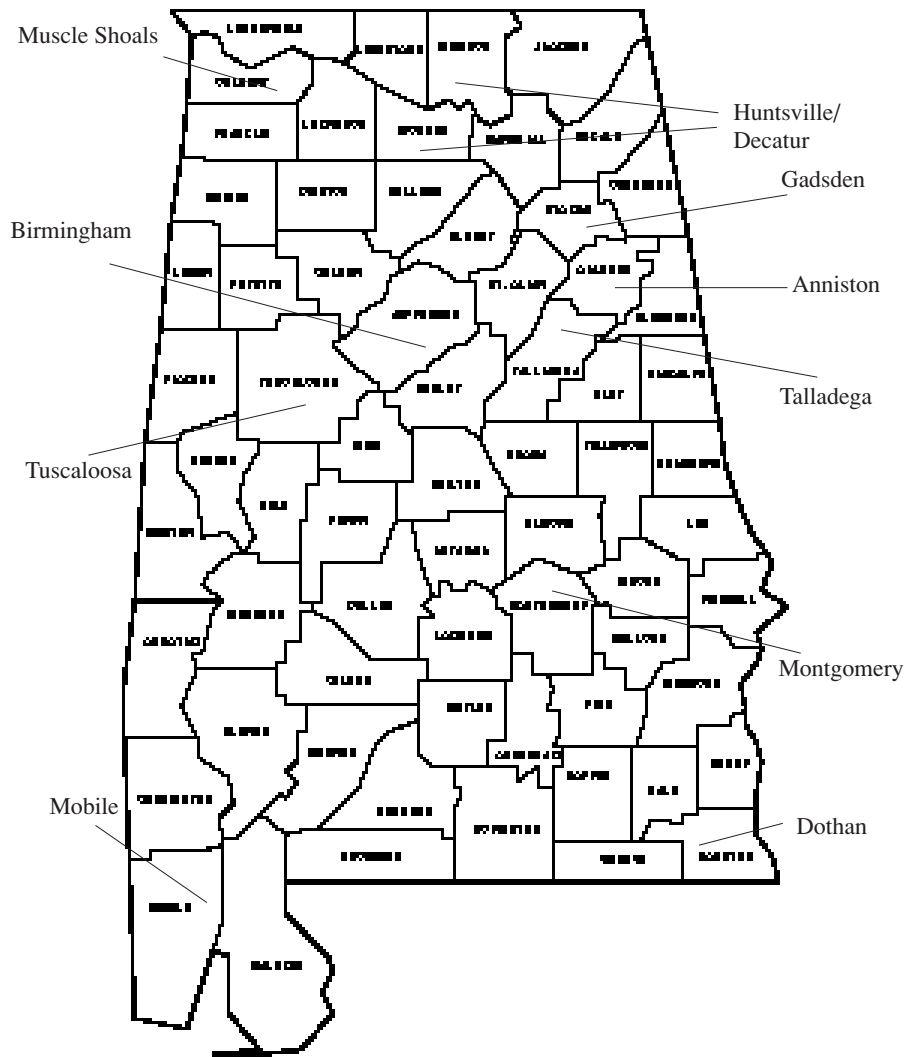
- ❖ to review and analyze the State Plan and advise ADRS regarding its related responsibilities within the plan;
- ❖ in partnership with ADRS, develop and review goals and priorities, evaluate the effectiveness of the vocational rehabilitation program, and submit reports of progress to the Rehabilitation Services Administration commissioner;
- ❖ to advise ADRS regarding authorized activities under the Rehabilitation Act and to assist in preparation of the State Plan, its amendments and in carrying out other requirements of the Rehabilitation Act;
- ❖ to review and analyze the effectiveness of consumer and other surveys;
- ❖ to provide for coordination and establishment of working relationships between ADRS, the State Independent Living Council and independent living centers;
- ❖ to coordinate council activities with activities of other councils;
- ❖ to perform other functions consistent with the purpose of the Rehabilitation Act; and
- ❖ to prepare and submit an annual report of council activities to the governor and the ADRS commissioner.

Local advisory councils

meet regularly to ensure a voice for consumers at the grassroots level.

Topics of discussion may include:

- ❖ updates on work incentives, the Americans With Disabilities Act, and transportation solutions;
- ❖ assistive technology, voting accessibility, and “Money Follows the Person” legislation.



FY 2006 Highlights

“getting Alabamians with disabilities READY...

47,310 consumers served

7,792 consumers became employed

90% of consumers employed had severe disabilities

\$20.69 returned to the economy for every \$1 invested in rehabilitation of a consumer

900 businesses and industries partnered with URS, receiving 7,698 no-cost services

1,888 employment-ready consumers received 12,922 one-on-one services from URS to ensure their “job readiness”

21 strategically located community URS offices served 47,310 consumers

... for LIFE and WORK”

Voice of VR consumers

2006 CONSUMER SATISFACTION SURVEY

(comments from deaf and blind surveys not complete at this time
and are not included in this report)

Results of the 2006 Consumer Satisfaction Survey indicated a satisfaction level of 84 percent.

Of the services provided to the consumers, those receiving the highest satisfaction percentages included:

- tools and equipment
- medical treatment, supplies
- medication
- counseling and guidance
- medical services

Quality of services also registered high satisfaction levels in the surveys. Those areas included:

- recommending VR services
- overall quality of services
- interest and concern shown
- information given about disability
- feeling better about self after services



SRC performance

Four quarterly meetings of the State Rehabilitation Council focused on performing functions and responsibilities as outlined by the Rehabilitation Act.

Review, analyze and assist in preparation of the State Plan

- Reviewed the State Plan and its attachments.
- Attended the State Plan public hearings which were held in Decatur, Birmingham, Montgomery, and Mobile.

Develop and review goals and priorities

- Reviewed VRS production goals.
- Reviewed information on current training programs for VRS staff and consumers.

Evaluate effectiveness of VRS program and review and analyze effectiveness of consumer and other surveys

- Upon receiving the results of the agency's Consumer Satisfaction Survey, SRC suggested:
 - (1) *With respect to numbers 16-21 on the survey relating to the consumer/counselor relationship, add a question or space that better defines the problems; i.e., a blank space that allows for an explanation of any dissatisfaction.*
 - (2) *Add a question that asks if a client had ever talked to anyone about the desire for better services with either a counselor, supervisor, SACAP representative or the State Office.*
 - (3) *Take the name off the survey but allow for an optional place for a signature and phone number in order to call the client back if he or she wishes to be contacted.*
 - (4) *Increase the number of consumers receiving and completing the survey. (See Consumer Services/Program Evaluation Subcommittee report.)*
- Continued to be instrumental in the implementation of the Employer Survey.
- Reviewed information on RSA's annual review of the VRS program.
- Approved working with SRCs from other southeastern states to develop a regional needs assessment survey.

Coordinate council activities with activities of other councils

- Provided annual reports and resource plans to other SRCs upon request.
- Attended the Alabama Council for Developmental Disabilities meetings to share information.



Establish working relationships among the Alabama Department of Rehabilitation Services (ADRS), the State Independent Living Council (SILC), and independent living centers (ILCs)

- One SRC member serves on the board of an independent living center and shares information between the two groups. One SRC member is the director of the Montgomery Independent Living Center.
- Several SRC members serve on the SILC and have the opportunity to report significant information to the SRC. One SRC member continues to serve as chair of the SILC.
 - Some SRC members are also members of the Alabama Disability Action Coalition (ADAC), Alabama Council for Developmental Disabilities, and the Birmingham Independent Living Center. As such, they share information so that activities can be coordinated.
- The Mobile VRS Local Advisory Council held a meeting at the Mobile ILC.

Perform other functions consistent with the purpose of the Rehabilitation Act

- The SRC Executive Subcommittee updated the SRC Resource Plan (see subcommittee report).
- The SRC reviewed information and was given an opportunity for input on the following:
 - (a) Outcome of the Rehabilitation Services Administration (RSA) monitoring visit
 - (b) Business Leadership Network
 - (c) Agency's budget
 - (d) Results of the the agency's Staff Survey
 - (e) Establishment of a toll-free information line for blind services referral and information
- The SRC received training on the following subjects through a series of mini-training sessions:
 - (a) State of Alabama Client Assistance Program (SACAP)
 - (b) State of Alabama Independent Living (SAIL) program
 - (c) Older Alabamians System of Information and Services (OASIS) program
 - (d) VR process
- SRC members attended a Region IV SRC Forum in Orlando, Florida, to further discuss the mission and objectives of SRC. Graham Sisson, SRC liaison, moderated a session on the relationship between SRCs and the state agency.
- Jeff Cofield, SRC chair, participated in the annual RSA review of Alabama's VR program by meeting with Regina Luster, RSA state liaison for Alabama.

SRC **subcommittee activities –**

Executive Subcommittee

Jeff Cofield, Chair • Beth Butler, Vice Chair • Steve Shivers

Function: schedule and make arrangements for quarterly meetings, plan the SRC agenda, nominate officers, and report accomplishments

- Provided information on the new RSA monitoring guidance to SRC members
- Scheduled and made arrangements for quarterly meetings, planned the agendas and reported SRC accomplishments
- Approved updated Resource Plan and recommendation that Resource Plan mileage rate be changed from 40.5 cents to 44.5 cents
- Approved new subcommittee chairs and members
- Represented Alabama's SRC on the southeastern states SRC Committee
- Compiled a list of priorities for the SRC SWOT (strengths, weaknesses, opportunities, and threats) analysis

Community, Business/Employer Development and Placement Subcommittee

**Beth Butler, Chair • Glennie Melton • Keith Patterson • Dave Martin
Joan Adkison • Missie Hudson • Jeff Cofield**

Function: enhance employment opportunities for people with disabilities and employer satisfaction with VRS services

- Developed orientation training for the Employer Ad Hoc Committee
- Reviewed/critiqued intranet job bank and applicant pool
- Reviewed and made recommendations regarding results of annual employer survey
- Enhanced job development efforts by sharing labor market trend information
- Identified areas of concern and needs of employers

Legislative Subcommittee

**Richard Cox, Chair • Seth Moates • Scott Renner • Beth Butler
Jack Friday • Wendy Dean**

Function: inform SRC members of existing and new legislation which affects the VRS program and persons with disabilities; propose new legislation which will enhance employment opportunities for people with disabilities

- Monitored state and federal legislation that affects individuals with disabilities
- Discussed SRC support for "Money Follows the Person" legislation and informed members about its provisions

“getting Alabamians with disabilities ready for life and work”

Consumer Services/Program Evaluation Subcommittee

**Rachel Hughes, Chair • Darla Graves • Lilly Harold
DaLee Chambers • Wendy Dean • Charles Butler • Jay Croft**

*Function: enhance consumer satisfaction with services, service providers and employment;
assist VRS in developing and implementing strategies to ensure consumer satisfaction*

- Reviewed Consumer Satisfaction Survey and its results
- Recommended changes to the Consumer Satisfaction Survey (see Page 8)

Membership/Nomination Subcommittee

Leah Patterson-Lust, Chair • Kevin Orr

*Function: maintain current membership list, recruit new members to fill vacancies,
secure reappointment of existing members where eligible, assist in orientation of new members,
and assist in identifying training needs of SRC members*

- Requested reappointment of entire SRC because of backlog in Governor's Appointments Office; SRC appointments have been delayed
- Continued to work toward ensuring that training needs of members are met, including training on SACAP, SAIL, OASIS, VR process

Bylaws Revision Subcommittee

Angeline Pinckard, Chair • Kenneth Marshall • Karl Wade

*Function: monitor effectiveness of bylaws and recommend any necessary
changes on an annual basis*

- Continued to monitor the effectiveness of the bylaws and will recommend any necessary changes on an annual basis
- Because the Rehabilitation Act was not reauthorized during 2006, no major changes were made to the bylaws.
- Recommended that bylaws Article XV be amended to add a Deaf Advisory Subcommittee as the 7th subcommittee (This amendment was approved at the last SRC meeting of the year on Oct. 31, 2006.)

SRC membership: demographics



Jeff Cofield
SRC Chairperson
Disability Team Leader
Alabama Power Company
Birmingham



Steve Shivers
Commissioner
Alabama Department of
Rehabilitation Services
Montgomery



Employer
Joan Adkison
Human Resource Director
American Apparel, Inc.
Selma



Employer/Consumer
Beth Butler
SouthTrust Bank/Wachovia
Birmingham



Employer
Glen Camp
Troy



Special Education
DaLee Chambers
Special Education Services
State Department of Education
Montgomery



Employer/Parent
Richard Cox
Stockton



Consumer
Jay Croft
Birmingham



Consumer
Wendy Dean
Special Education
Action Committee
Opelika



Consumer
Jack Friday
Montgomery



Native American
Darla Graves
Montgomery
(resigned September 2006)



Consumer
Lilly Harold
Montgomery



Employer
Missie Hudson
Human Resource Director
Coca-Cola
Montgomery



SACAP Representative
Rachel Hughes, Director
State of Alabama Client
Assistance Program

membership demographics



WIA Board Representative
Mickey Hutto
Montgomery



Consumer
Leigh Patterson-Lust
Independent Living
Cullman



Consumer
Kenneth Marshall
Montgomery



Employer/Parent
Davis Martin
Auburn



**Vocational Rehabilitation
Counselor**
Glennie Melton
Senior Counselor
Vocational Rehabilitation Service



Consumer
Seth Moates
Birmingham



**Advocacy Organization/
Consumer**
Kevin Orr
Lakeshore Foundation



Labor
Keith Patterson
Communication Workers
of America
Opelika



Consumer/SILC Representative
Angeline Pinckard
Montgomery



Consumer/ILC Representative
Scott Renner
Montgomery



Consumer
Jeff Ridgeway
Mobile



Consumer
Karl Wade
Prattville

membership demographics



Consumer/Employer
Clint Usher
Merrill Lynch
Montgomery



Consumer/CRP Representative
Ronnie Welch
Dothan



Employer
Jeff Word
Verizon
Gadsden

SRC Appendices:

Bylaws

Article I Designation

- Section 1. The Name - The organization referred to in this document shall be known as the State Rehabilitation Council, hereinafter referred to as the Council.
- Section 2. Authorization - The Council is authorized in accordance with Title I, Section 105 of the Rehabilitation Act, as amended (29 U.S.C. Section 721 (a) 18)).

Article II Composition and Appointment

- Section 1. Composition - The Council shall be composed of at least one representative of the Statewide Independent Living Council (representative may be the chairperson or other designee of the Council); at least one representative of a parent training and information center; at least one representative of the client assistance program; at least one qualified vocational rehabilitation counselor with knowledge of and experience with vocational rehabilitation programs who shall serve as an ex officio, nonvoting member of the Council if the counselor is an employee of the Alabama Department of Rehabilitation Services; at least one representative of community rehabilitation program service providers; four representatives of business, industry, and labor; representatives of disability advocacy groups representing a cross section of individuals with physical, cognitive, sensory, and mental disabilities; and representatives of individuals with disabilities who have difficulty in representing themselves or are unable due to their disabilities to represent themselves; current or former applicants for, or recipients of, vocational rehabilitation services; at least one representative of the directors of the projects in a state in which one or more projects are carried out under Part C (American Indian Vocational Rehabilitation Services - Vocational Rehabilitation Services Grants); at least one representative of the state educational agency responsible for the public education of students with disabilities who are eligible to receive services under the Individuals with Disabilities Education Act; and at least one representative of the State Workforce Investment Board.
- Section 2. Ex Officio Member - The Commissioner of the Alabama Department of Rehabilitation Services shall be an ex officio, nonvoting member of the Council.
- Section 3. Appointment - Members of the Council shall be appointed by the Governor. The Governor shall select members after soliciting recommendations from representatives of organizations representing a broad range of individuals with disabilities and organizations interested in individuals with disabilities. In selecting members, the Governor shall consider, to the greatest extent practicable, the extent to which minority populations are represented on the Council.
- Section 4. Qualifications - A majority of Council members shall be persons who are individuals with disabilities not employed by the Alabama Department of Rehabilitation Services.
- Section 5. Chairperson - The Council shall select a chairperson from among the membership of the Council.
- Section 6. Terms of Appointment - Each member of the Council shall serve for a term of not more than three years.
- Section 7. Vacancies - A member appointed to fill a vacancy occurring prior to the expiration of the term for which a predecessor was appointed, shall be appointed for the remainder of such term. Any vacancy occurring in the membership of the Council shall be filled in the same manner as the original appointment. The vacancy shall not affect the power of the remaining members to execute the duties of the Council.

Bylaws

- Section 8. Terms of Service** - The terms of service of the members initially appointed shall be for such fewer number of years as will provide for the expiration of terms on a staggered basis.
- Section 9. Number of Terms** - No member of the Council, other than the State of Alabama Client Assistance Program representative and the Native American representative, may serve more than two consecutive full terms.
- Section 10. Delegation** - The Governor may delegate the authority to fill such a vacancy to the remaining members of the Council after making the original appointment.

Article III Council Functions

- Section 1. Review of the State Plan** - The Council shall review, analyze, and advise the Alabama Department of Rehabilitation Services regarding the performance of the responsibilities of the unit relating to eligibility (including order of selection); the extent, scope, and effectiveness of services provided; and functions performed by the Alabama Department of Rehabilitation Services that affect or that potentially affect the ability of individuals with disabilities in achieving employment outcomes under the Rehabilitation Act.
- Section 2. Development of State Goals and Priorities** - The Council shall, in partnership with the Alabama Department of Rehabilitation Services, develop, agree to, and review state goals and priorities; and evaluate the effectiveness of the vocational rehabilitation program and submit reports of progress to the Rehabilitation Services Administration Commissioner.
- Section 3. Advice Regarding Certain Activities** - The Council shall advise the Alabama Department of Rehabilitation Services regarding activities authorized to be carried out under the Rehabilitation Act and assist in the preparation of the State Plan and amendments to the Plan, applications, reports, needs assessments, and evaluations required by the Act.
- Section 4. Consumer Satisfaction and Other Surveys** - The Council shall, to the extent feasible, conduct a review and analysis of the effectiveness of and consumer satisfaction with the functions performed by the Alabama Department of Rehabilitation Services, other public and private entities responsible for providing vocational rehabilitation services to individuals with disabilities under this Act, and employment outcomes achieved by eligible individuals receiving services under the Rehabilitation Act (including the availability of health and other employment benefits in connection with such employment outcomes).
- Section 5. Preparation of Report to the Governor and Rehabilitation Services Commissioner** - The Council shall prepare and submit an annual report to the Governor and the Rehabilitation Services Commissioner on the status of vocational rehabilitation programs operated within the state, and make the report available to the public.
- Section 6. Coordination With Other Councils** - The Council shall, to avoid duplication of efforts and to enhance the number of individuals served, coordinate activities with the activities of other councils within the state, including the statewide Independent Living Council, the Individuals with Disabilities Education Act advisory panel, the State Developmental Disabilities Council, the state mental health planning council and the state workforce investment board.
- Section 7. Coordination of Working ADRS/SILC/CIL Relationships** - The Council shall provide for coordination and the establishment of working relationships between the Alabama Department of Rehabilitation Services and the State Independent Living Council and centers for independent living within the state.
- Section 8. Other Functions** - The Council shall perform such other functions, consistent with the

purpose of the Rehabilitation Act, as the State Rehabilitation Council determines to be appropriate, that are comparable to the other functions performed by the Council.

Article IV Resources

The Council shall prepare, in conjunction with the Alabama Department of Rehabilitation Services, a plan for the provision of such resources, including such staff and other personnel as may be necessary and sufficient to carry out the functions of the Council under this section. The resource plan shall, to the maximum extent possible, rely on the use of resources in existence during the period of implementation of the plan.

Article V Resolution of Disagreements

To the extent that there is a disagreement between the Council and the Alabama Department of Rehabilitation Services in regard to the resources necessary to carry out the functions of the Council as set forth in this section, the disagreement shall be resolved by the Governor.

Article VI Council Personnel

- Section 1. Supervision and Evaluation** - The Council shall, in consistence with the state law, supervise and evaluate such staff and other personnel as may be necessary to carry out its functions.
- Section 2. Personnel Conflict of Interest** - While assisting the Council in carrying out its duties, staff and other personnel shall not be assigned duties by the Alabama Department of Rehabilitation Services or any other agency or office of the state, that would create a conflict of interest.

Article VII Conflict of Interest

- Section 1. Conflict of Interest** - No member of the Council shall cast a vote on any matter that would provide direct financial benefit to the member or otherwise give the appearance of a conflict of interest under state law.
- Section 2. Conflict of Interest Statement** - Each Council member shall sign a conflict of interest statement declaring that the member will disclose all material conflicts of interest in compliance with Section 1 of this article.
- Section 3. Grants or Contracts** - No Council member shall enter into any grant or contract with the Council or any governmental or private entity under the jurisdiction of the Council.

Article VIII Meetings

- Section 1. Quarterly Meetings** - The Council shall convene at least four (4) meetings a year in such places as it determines to be necessary to conduct Council business and conduct such forums or hearings as the Council considers appropriate. The meetings, hearings and forums shall be publicly announced. The meetings shall be open and accessible to the general public unless there is a valid reason for an executive session.
- Section 2. Meeting Notice** - All Council members shall be notified of quarterly meetings at least two (2) weeks in advance.
- Section 3. Called Meetings** - Special or emergency meetings may be called by the Council chairperson at the request of at least five (5) council members or the Executive Committee provided that all Council members have been notified of the meeting at least

Bylaws

two (2) days in advance.

Section 4. Attendance - Council members with three (3) consecutive unexcused absences from regularly scheduled quarterly meetings may be asked to resign.

Section 5. Sunshine Law - All Council meetings shall be conducted in accordance with the Sunshine Law.

Article IX Quorums

Section 1. Quorum for Council Meetings - A quorum for all Council meetings shall constitute the members present but in no case shall it be less than seven (7) members.

Section 2. Quorum for Committee Meetings - There shall be no quorum requirement for Council committees.

Article X Voting

Section 1. Eligible Voters - All Council members who are present are entitled to vote on all matters before the Council.

Section 2. Majority - A simple majority vote shall be required to pass all motions.

Section 3. Proxy Voting - Absent members may vote by proxy. Such proxy must be in writing and assigned a specific Council member. The Council member holding the proxy must declare the proxy vote each time it is used.

Section 4. Tie Vote - The chairperson shall be entitled to vote only in the event of a tie vote.

Section 5. Recorded Votes - A visual and auditory vote shall be taken each time a vote is called with a record thereof made a part of the Council meeting minutes.

Section 6. Accessible Formats - Upon request, all documents produced or maintained by the Council shall be made available in alternate formats.

Article XI Rules of Order

Robert's Rules of Order shall govern the conduct of business of all Council and committee meetings to the extent they are applicable and not in conflict with these bylaws.

Article XII Compensation and Expenses

Section 1. Reimbursement - The Council may use funds allocated to the Council by the Alabama Department of Rehabilitation Services to reimburse members of the Council for reasonable and necessary expenses of attending Council meetings and performing Council duties (including child care and personal assistance services) and to pay compensation to a member of the Council if such member is not employed or must forfeit wages from other employment for each day the member is engaged in performing the duties of the Council.

Section 2. Reimbursement Authorization - The Council chairperson shall obtain reimbursement authorization from the commissioner of the Alabama Department of Rehabilitation Services prior to calling any and all Council or committee meetings.

- Section 3. Reimbursement Rate** - Council members shall be reimbursed for travel and per diem expenses at State rates upon the approval of the Alabama Department of Rehabilitation Services.

Article XIII Hearings and Forums

The Council is authorized to hold such hearings and forums as the Council may determine to be necessary to carry out the duties of the Council.

Article XIV Council Officers and Their Duties

- Section 1. Officers** - The Council shall have a chairperson and a vice-chairperson.
- Section 2. Nomination and Election** - Officers shall be nominated by the nominating committee and elected by secret ballot by a majority vote of those present and voting.
- Section 3. Time of Election** - The election of new officers shall take place at the last regularly scheduled quarterly council meeting prior to the expiration of the current term.
- Section 4. Assumption of Office** - New officers shall take office at the next regularly scheduled quarterly council meeting after election to office.
- Section 5. Term of Office** - Officers shall hold office for the remainder of their council term but, in no event, shall they serve longer than six (6) consecutive years. They shall retain their office if reappointed as council members upon the expiration of their current council membership term.
- Section 6. Chairperson's Duties** - The chairperson shall preside at all Council meetings, appoint committee chairs, set the agenda for council meetings and chair the executive committee.
- Section 7. Vice-Chairperson's Duties** - The vice-chairperson shall assume the duties of the chairperson upon the chairperson's absence or refusal to perform the duties of the chair.

Article XV Council Committees

- Section 1. Committees** - The Council shall have the following standing committees: (1) Executive, (2) Consumer Services/Program Evaluation, (3) Legislative, (4) Community Business/Employer Development, (5) Membership/Nomination, (6) Bylaws and (7) Deaf Advisory.
- Section 2. Executive Committee** - The executive committee shall be composed of the council chairperson, vice-chairperson, the commissioner of the Alabama Department of Rehabilitation Services, and the chairpersons of the standing committees.
- Section 3. Committee Duties** - Each committee shall develop a mission statement to serve as a guideline for its duties and tasks.

Article XVI Revising the Bylaws

- Section 1. Adoption** - A two-thirds (2/3) vote of those council members present and voting shall be necessary to adopt these Bylaws and any revision thereof.
- Section 2. Notice of Intent to Revise** - Any proposed revision of these Bylaws shall be presented in writing to all council members prior to adoption at least seven (7) days in advance.

State Rehabilitation Council Conflict of Interest Policy

Statement of Policy

No member of the council shall cast a vote on any matter that would provide direct financial benefit to the member or the member's organization or otherwise give the appearance of a conflict of interest under state law. 34 CFR Part 361.17 (g). When conflicts of interest are identified, the council member to whom the conflict applies must abstain from voting on the issue causing the conflict.

Required Disclosure

Each council member shall disclose orally or in writing all conflicts of interest, including those which are unclear or potential. Such disclosure shall be made to the chairperson of the council.

Effective Date

This Conflict of Interest Policy shall become effective immediately upon approval by a majority of the council. Upon such approval, this policy is incorporated by reference into the council bylaws.

Approved: November 29, 2000

**Special recognition and thanks
for a job well done are
extended to former members**

Darla Graves

and

Jerry Norsworthy

**who have now rotated
off the Council.**

Prepared by:



Alabama Department of
REHABILITATION SERVICES

Steve Shivers
Commissioner

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